



County of Los Angeles **CHIEF EXECUTIVE OFFICE**

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WILLIAM T FUJIOKA
Chief Executive Officer

October 16, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

CHIEF INFORMATION OFFICE: ADOPTION AND APPROVAL OF INFORMATION TECHNOLOGY AND SECURITY POLICY (ALL DISTRICTS – 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Adopt and approve attached Information Technology and Security Policy 6.112 –
Secure Disposition of Computing Devices.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The attached proposed Information Technology (IT) and Security Policy has been developed to address your Board's requirement that information on County-owned or leased computing devices will be rendered unreadable and unrecoverable prior to disposition out of County inventory (e.g., salvage, donation and transfer). Further, the policy requires that confidential and/or sensitive information is rendered unreadable before being transferred to other County users.

This policy was developed and approved by the County's Information Security Steering Committee comprised of all County departments. The completed draft was reviewed by department management, County Counsel, Information Systems Commission, the Audit Committee, and your IT Board Deputies.

Implementation of Strategic Plan Goals

The recommended policy supports County Strategic Plan Goals of Service Excellence, Workforce Excellence, and Organizational Effectiveness. This policy will enhance the County's information security program by establishing additional safeguards for potential loss of personal and confidential information.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

FISCAL IMPACT/FINANCING

This policy will have minimal fiscal impact since most departments have this capability within their current operations.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Code Section 2.119.03(C) provides that the Office of the Chief Information Office (CIO) shall "Adopt standards for countywide information technology, which shall be subject to approval by the Board of Supervisors. County departments and County information technology bodies shall adhere to such standards."

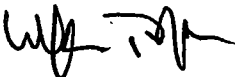
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Most departments have already implemented processes and tools to comply with the requirements of the proposed policy.

CONCLUSION

Implementation of the policy's requirements will ensure that information entrusted to and processed by the County of Los Angeles is protected from unauthorized disclosure.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:LN:JWF
GS:JY:dc

Attachment

c: County Counsel
Information Systems Commission
IT Board Deputies



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.112	Secure Disposition of Computing Devices	00/00/00

PURPOSE

To ensure that all information and software on County-owned or leased computing devices are protected from unauthorized disclosure prior to disposition of such computing devices out of County inventory or transfer of such computing devices to other users.

REFERENCE

Board of Supervisors Policy #3.040 – General Records Retention and Protection of Records Containing Personal and Confidential Information

Board of Supervisors Policy #6.100 – Information Technology and Security Policy

POLICY

Each County department is responsible for ensuring that all information and software on County-owned or leased computing devices are rendered unreadable and unrecoverable, whether or not removed from such computing devices, prior to disposition of such computing devices out of County inventory, to prevent unauthorized use or disclosure.

Each County department is responsible for ensuring that all personal and confidential information on County-owned or leased computing devices is rendered unreadable when such computing devices are transferred to other users who are not authorized to access the personal and confidential information.

As used in this policy, the terms "personal information" and "confidential information" shall have the same meanings as set forth in Board of Supervisors Policy No. 3.040 – General Records Retention and Protection of Records Containing Personal and Confidential Information.

Computing devices include, without limitation, the following:

- Personal computers, such as desktops, laptops, and personal digital assistants (PDA)
- Multiple user and application computers, such as servers
- Portable storage media, such as diskettes, tapes, CDs, zip disks, DVDs, flash memory/drives, and USB drives

Dispositions of County-owned or leased computing devices out of County inventory include, without limitation, the following:

- Computing device sent to salvage
- Computing device destroyed
- Computing device donated to a non-County organization

Policy Exceptions

There are no exemptions to this policy.

RESPONSIBLE DEPARTMENT

Chief Information Office (CIO)

DATE ISSUED/SUNSET DATE

Issue Date: Month 14, 200x (Use this format) **Sunset Date: July 14, 200x** (Use this format)